Indiana SPF SIG Training/Outreach Workgroup Meeting
IGCS DMHA DAC conference room
November 21st, 2006

Attending: Paula Parker-Sawyers, Dave Bozell, Mary Lay, Marcia French, Martha Payne, Jessica Parks, and Eric Martin

Paula called the meeting to order and asked for an approval of the minutes – Mary made a motion to accept the minutes as presented and minutes were approved.

Tasks and Timelines –
Paula reviewed the Tasks and Timelines:
Meeting will be held next Monday at the office of Lisa Hutcheson with Access Indiana, Paula, Marcia and Jessica will also be in attendance.
Added to website criteria; logo access, power points for trainings and link to download
    Adobe Acrobat
Discussion on what needed to be translated; not the RFS, they are not the correct audience, but rather focuses should be done with the communities with focuses on meeting notices and evaluation forms. Jessica will verify and seek advice of Amy Mendoza and with the disabilities population. The PRC has a webpage addressing prevention and a link needs to be established with the website for that page.

PowerPoint has been completed for SPF SIG 101. Other PowerPoints cannot be completed until the Strategic Plan is approved.

In efforts to establish a SPF SIG logo we will present for endorsement to GAC today and to Dennis Rosebrough next week the logo design Martha created. 5 Copies of the logo will be shared with the GAC this afternoon.

In identifying the groups that a pre-announcement should be shared with we considered:
    PrevL at PRC, LCC's, Community Consultants, Drug Free Community Grantees,
    DSA's, and FBO

Martha is printing of the logo and accepted the assignment to make the template for the monthly newsletter to present to Paula and Marcia who will author the monthly newsletters. Target date for first newsletter to go out is December 31st.

Meeting changes: Cancelled next Tuesday's meeting on the 28th and change the December 5th meeting to the 4th at the same time. Marcia will send out reminders with room location.

Two page Epi-Report Summary is completed.

Marcia also completed the timeline with RFS.

Trainers of Trainers meetings will be based on when the approval of the Strategic Plan is given. Consideration of using ½ day on the 29th to do a TOT'S and discussion of where if we need another location included considering the State Museum Auditorium, State Historical Museum, or State Library, all of which are free or nominal fee for state meetings. Also Eric Wright's conference room is an option.

Community Readiness tool is needed to be completed and suggestion that we hold a meeting with Eric W. and team, Eric Martin, Paula and Marcia to work collaboratively on the tool and identify on both community and organizational levels.

In identifying TOT participants we changed the number from 19 to 10 from the PRC staff and agreed that there may be a need for 2 different levels of instruction; one on a more basic level for the FBO and GAC members and an advanced training for the other groups.

Discussed the MBE/WBE not being included on RFS, but offering bonus points and increased percentage incentives for this area.

Eric M. offered to poll to see what the TOT's feel they need most in training areas.

Marcia will set a meeting for the assessment tool review.

Meeting adjourned.

Additional business –
- John has ordered 300 copies of the EPI report and those will be available hopefully by the end of this week.
- Marcia will email the updated task and timeline list
- Marcia will brief Paula with a report before the next meeting
- The SEOW meets on F – John suggested that Dr. Wright needs to speak about the rationale for choosing the areas of priority and how they were chosen based on data. There may be members of the SEOW and the GAC that are still not completely clear on the process and it is important to ensure that everyone understands, thought they all may not agree, before we communicate these to the public.

The next meeting will be November 21 beginning at 8:30 in the IGCS DMHA conference room (3rd floor).

Respectfully submitted,
Lisa Hutcheson